MEMORANDUM

TO: Deans, Directors and Chairpersons

FROM: Kim A. Wilcox, Provost

SUBJECT: New Fixed Term Faculty Annual Review Policy

The attached policy requires that fixed term faculty and academic staff receive an annual performance review, similar to the long-standing policy for tenure system faculty. This policy was reviewed by the University Committee on Faculty Affairs and the Faculty Council. It is a part of MSU's continued efforts to develop and nurture a high quality faculty by providing timely feedback about performance. It is issued today and takes effect at the beginning of the next academic year, August 16, 2011.
Annual Performance Review for Fixed Term Faculty and Academic Staff

This policy was issued by the Office of the Provost on March 1, 2011 (to be effective Fall semester 2011); it reflects advice by the Faculty Council and the University Committee on Faculty Affairs

Policy Statement

All units must have procedures for annual written evaluation of all fixed term faculty and academic staff to support the annual merit process and to provide a basis for a clear statement of performance expectations and accomplishments. It is recognized that provisions and practices in units may vary; however, all evaluation procedures must incorporate, at the minimum, the principles included in this policy and must be applied consistently to all fixed term faculty and academic staff within the unit.

I. Principles

The purposes of the annual performance evaluation of fixed term faculty and academic staff are to:

- Ensure that each individual has a clear understanding of what is expected of her/him in his/her appointment;
- Assess individual performance against expectations;
- Provide an opportunity for fixed term faculty and academic staff to provide input to unit administrators about their performance;
- Provide a basis for making decisions on merit pay; and
- Provide input for decisions about future appointments.

While some variation may occur in the approach, the following principles as implemented by unit procedures are to be followed by unit administrators (i.e., Deans, Chairpersons and Directors) and fixed term faculty and academic staff. In the case of fixed term faculty and academic staff with joint appointments, a lead unit administrator shall be designated. The process should be clearly defined by the bylaws or established personnel policies and procedures of each academic unit.

A. Each fixed term faculty member and fixed term academic staff member shall be evaluated on an annual basis and informed in writing of the results of his/her evaluation by the unit administrator.

B. Each unit shall have clearly formulated and relevant written performance criteria and shall provide these at the time of appointment, and subsequently as necessary, to all fixed term faculty and academic staff to clarify expectations.

1 Health Programs (HP) faculty are not included in this policy. The Health Programs Faculty Appointment System Handbook details the policies and processes for annual reviews of HP faculty.
B. Each unit shall have clearly formulated and relevant written performance criteria and shall provide these at the time of appointment, and subsequently as necessary, to all fixed term faculty and academic staff to clarify expectations.

C. Fixed term faculty and academic staff shall be informed of all factors used for evaluation, the evaluation of their performance on each of these factors and the relationship between their performance and decisions on merit salary adjustments and, if appropriate, on reappointment and promotion. Fixed term faculty and fixed term academic staff are entitled to have all their assigned duties given weight in the evaluation.

D. These annual assessments of fixed term faculty and academic staff shall be reflected in recommendations to the Provost's Office regarding additional appointments, reappointment, and/or promotion.

II. Guidelines for Unit Consideration in Implementation

A. Units should initiate the annual evaluation process early enough so that the full process, including feedback to fixed term faculty members and fixed term academic staff members, may be completed within three months after the end of the appointment period.

B. Each fixed term faculty member and fixed term academic staff member shall submit a written summary of activities for the appropriate period of time to the unit administrator in a timely manner prior to the evaluation. As appropriate, these materials will be shared with the peer review committee in accordance with unit bylaws and procedures.

C. If unit bylaws or procedures provide for performance evaluation by peer review committees, unit administrators shall rely on the advice of this designated group, in addition to their own judgment.

D. The unit administrator, or designee, shall offer to discuss the evaluation with the fixed term faculty/academic staff member. A draft of the written evaluation shall be given to the faculty/academic staff member prior to this discussion.

E. Unit administrators or their designees, no later than 3 months after completion of the evaluation, shall provide to the fixed term faculty member or academic staff member a final written evaluation of her/his overall performance.

F. If, after receiving the final written evaluation, the fixed term faculty or academic staff member disagrees with its content or chooses to provide additional documentation or commentary, the faculty or academic staff member shall have an opportunity to respond to the evaluation. Any additional written faculty/academic staff comment and/or documentation which is submitted within one month of receipt of the final written evaluation shall be added to the evaluation file.

G. The full documentation for this written evaluation, including the faculty/academic staff member's response, shall be placed in the individual's unit personnel file.

H. Meetings between fixed term faculty and academic staff members and unit administrators are encouraged prior to the written summary to provide feedback about expectations and evaluation. Each fixed term faculty/academic staff member shall have
the right to meet in person with the unit administrator or designee after the final written evaluation is received.

I. For those appointed to one-time fixed term appointments, an evaluation must still be completed, and a copy retained by the unit.

Model Unit Performance Evaluation Policy/Procedure

Fixed Term Faculty and Academic Staff Annual Performance Evaluation Form
Annual Performance Review for Fixed Term Faculty and Academic Staff

Model Unit Performance Evaluation Policy/Procedure

I. Overview

- All fixed term faculty and academic staff shall have their performance evaluated on an annual [or academic year as units decide]¹ basis consistent with the timing for other unit faculty, or within three months after the end of their appointment period.

- The evaluation of fixed term faculty and academic staff shall be based on the duties and responsibilities specified in the position description. Weight should be given to all duties consistent with the percent time listed for assigned duties in the "Fixed Term Faculty/Academic Staff Appointment/Reappointment Memorandum.

- The standards and criteria for the assessment of performance within each unit shall be developed by the unit according to unit policy or bylaws in accordance with College and University policy and bylaws, and where applicable, the collective bargaining agreement for the Union of Non-tenure Track Faculty.

- For fixed term faculty and academic staff who are appointed in multiple units, this department will serve as the lead for performance evaluations where it is the lead unit for the appointment. This will include coordinating with the other unit(s) on performance planning, reporting, and evaluation to make things as seamless as possible for the faculty/staff member.

II. Annual Performance Evaluation Process

A. The annual evaluation period shall be __________________________ (e.g. January 1 to December 31).

B. Each fixed term faculty/academic staff member must submit a written summary of activities not later than __________________________.

C. The written summary of activities and supporting documentation provide evidence to be used by the peer review committee (if applicable) and unit administrator in evaluating performance.

D. The unit administrator (e.g. department chair, school director, dean) shall review the performance of each fixed term faculty/academic staff member and shall prepare a written evaluation using the "Fixed Term Faculty and Academic Staff Annual Performance Evaluation" form.

E. The unit peer review committee may provide input to the unit administrator, but the administrator is responsible for evaluating the performance of each fixed term faculty and academic staff member consistent with the expectations for the position and policies of the unit.

¹Units have the discretion to determine and promulgate the performance period. Many use a calendar year as the period; some use an academic year.
F. Each significant area of the individual's responsibility will be assessed by the unit administrator and an overall evaluation shall be provided.

G. The unit administrator shall provide a draft written evaluation prior to meeting with each individual to discuss the evaluation.

H. The unit administrator shall provide the written final evaluation within three months of the discussion of the evaluation with the fixed term faculty/academic staff member.

I. The fixed term faculty or academic staff member may attach a written statement to the evaluation if desired.

J. The fixed term faculty/academic staff member shall have the right to meet in person with the unit administrator or designee after the final written evaluation is received.

K. The unit administrator shall certify, through the Dean of the College, to the Office of the Provost that the evaluation has been completed.

III. Evaluation Criteria – the following categories will be included in any evaluation to the extent applicable:

A. Teaching (undergraduate, graduate, non-credit)
B. Research, creative activities and other scholarly effort
C. Advising, counseling, and other student services
D. Outreach
E. Curriculum development
F. Service (unit, college, university, professional)
G. Administration (i.e. duties related to a formal administrative assignment)
H. Overall Evaluation, which considers performance in all of the required performance areas relative to their percent time and importance.

NOTE: The evaluation should be based only on assigned duties, not those activities that the faculty or staff member chooses to do on a voluntary basis.
**Fixed Term Faculty and Academic Staff Annual Performance Evaluation Form**

Department/School ___________________  College ____________________

Name __________________________________  Position/Rank/Title ________________

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<tr>
<th>Performance Area</th>
<th>Percent Time/Relative Importance²</th>
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**OVERALL EVALUATION**  
100%

Unit Administrator Signature __________________________________________  Date __________

Faculty/Academic Staff Member Signature ________________________________  Date __________

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¹ A letter may be attached in place of commentary on the form, but the remainder of the form must be completed.

² “NA” for “not applicable” should be used if there are no assigned duties in the performance area.